

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)**

**PROGRAM:** Madera County

**PERFORMANCE ASSESSMENT / SITE VISIT REPORT**

1. **GRANT AWARD NUMBER:** VW09230200    **DATE OF SITE VISIT:** 7/19/10
2. **GRANT PERIOD:** VS09010200 and RV09010200
3. **RECIPIENT/IMPLEMENTING AGENCY:**  
Community Action Partnership of Madera County
4. **PROJECT DIRECTOR:**  
Tina Figueroa

**PERSONS INTERVIEWED DURING SITE VISIT:**

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
<u>Donna Tooley</u>	<u>Financial Officer</u>	<u>Madera County</u>
<u>James Chandler</u>	<u>Fiscal Officer</u>	<u>Madera County</u>
<u>Irene Yang</u>	<u>Human Resource Director</u>	<u>Madera County</u>
<u>Patricia Helton</u>	<u>Advocate</u>	<u>Madera County</u>
<u>Mary Aziz</u>	<u>Advocate</u>	<u>Madera County</u>
<u> </u>	<u> </u>	<u> </u>

<u>Charlotte Smith</u>	<u>7/19/10</u>	<u>Sally Hencken</u>	<u>7/19/10</u>
Signature of Program Specialist	Date	Signature of Section Chief	Date

<u>Tina Figueroa</u>	<u>7/19/10</u>
Signature of Project Representative	Date

# PERFORMANCE ASSESSMENT/SITE VISIT REPORT

## SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>1. <u>OPERATIONAL DOCUMENTS</u></b>			
Review hard copy/verify the ability to access on line:			
• The Cal EMA Recipient Handbook (R.H.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Approved Grant Award Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The RFA/RFP (supersedes the requirement of the R.H.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Program Guidelines (supersedes the requirement of the R.H.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at <a href="http://www.whitehouse.gov/omb/circulars">www.whitehouse.gov/omb/circulars</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## 2. FIDELTY BOND CERTIFICATE - COMMUNITY BASED ORGANIZATIONS (CBO) & AMERICAN INDIAN ORGANIZATIONS ONLY

• Obtain copy of required Fidelity Bond Certificate? [R.H. Section 2161] Does <u>not</u> apply to state, city, or county units of government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the certificate show:			
○ Bonding company's name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Bond number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Description of coverage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Amount of coverage (50% of allocation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Bond period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Grant award number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Form A, Employee Dishonesty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Form B, Forgery Coverage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Is the State of California, California Emergency Management Agency named on the bond as the beneficiary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## 3. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (R.H. Section 2153)

• Does the project have its CEQA documentation on file?(Ask to view)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Certified Exempt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Recipient has adopted or certified an environmental document which complies with the requirements of CEQA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Addressed to the owner of the building.

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

YES   NO   N/A

#### 4. PROOF OF AUTHORITY (R.H. Section 1350)

- Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? (Ask for copy)

☒   ☐   ☐

Comments:

#### 5. ORGANIZATIONAL CHART

- Review the organizational chart. Are all budgeted positions identified?

☒   ☐   ☐

Comments:

#### 6. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification Request (Cal EMA 2-223). [R. H. Section 7500] (*Instruct project staff on the procedure to obtain the most recent forms from Cal EMA's website.*)

☐   ☒   ☐

A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

Comments:

#### 7. PERSONNEL POLICIES

- Does the project staff have access to written personnel policies as required? [R. H. Section 2130]
- Do the personnel policies include:
  - Work hours
  - Compensation rates including overtime and benefits
  - Vacation, sick, and other leave allowances
  - Hiring and promotional policies

☒   ☐   ☐

☒   ☐   ☐  
☒   ☐   ☐  
☒   ☐   ☐  
☒   ☐   ☐



## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

- Do the personnel files include:
  - Staff note: Complete a sample review of a personnel file ☒ ☐ ☐
  - Job application ☒ ☐ ☐
  - Resume ☒ ☐ ☐
  - Performance evaluations ☒ ☐ ☐
  - Salary rates ☒ ☐ ☐
  - Benefits ☒ ☐ ☐
  - Current job duties/descriptions ☒ ☐ ☐
  - Other terms of employment ☒ ☐ ☐
- Does the project have a current Drug Free Workplace policy statement on file signed by the employee? [R. H. Section 2152] ☒ ☐ ☐
- Did the Board approve the agency's existing personnel policy? ☒ ☐ ☐

Comments:

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#### 1. FUNCTIONAL TIMESHEETS

- Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331] ☒ ☐ ☐
- Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure signatures of staff and supervisor.) ☒ ☐ ☐

Comments:

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#### 2. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? ☒ ☐ ☐
  - Name of individual who approves purchases.  
Tina Figueroa
  - Name of individual who writes checks.  
Leticia Aranda, Tina Gomez,
  - Name of individual(s) who signs checks.  
Donna Tooley, M.J. Neighbors,

Comments:

additional individuals who write checks: Rod Chaney and Amy Howland

additional individuals who sign checks: Jessie Perez Supervisor and James Chander

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

#### 10. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
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- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| • Does the project maintain a record-keeping system which accurately supports costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the project maintain an accurate inventory log of equipment purchased with grant funds?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

No equipment was purchased with grant funds.

#### 11. PROJECT EXPENDITURES

- |  |                                     |                                     |                          |
|--|-------------------------------------|-------------------------------------|--------------------------|
| • Is the project's expenditure rate commensurate with the elapsed period of the grant?                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| • Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement? | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| • Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)?             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Is the project up-to-date with the submission of Cal EMA Form 2-201?                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

Comments:

#### 12. MATCH REQUIREMENTS

- |  |                          |                                     |                          |
|--|--------------------------|-------------------------------------|--------------------------|
| • Does the project have a match requirement?                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Is the project meeting the match requirement?                              | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| • Review the supporting documentation to substantiate cash or in-kind match. | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

Comments:

Stimulus grant VS and RV have match requirements.

#### 13. EEO POLICY

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| • Go over EEO checklist. (Separate document) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments:

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

#### GENERAL

YES NO N/A

#### 1. PROGRAM GOALS AND OBJECTIVES

- Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program's goals and objectives?
- Does the project need to submit Cal EMA Form 2-223 to modify grant objectives?

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☐ ☒ ☐

Comments:

#### 2. PROGRESS REPORT

- Discuss and review the programmatic Progress Report requirements.

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Comments:

#### 3. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that which accurately supports the project's reported data on the Progress Report form?
- Review the project's file system and data collection process.

☒ ☐ ☐

Comments:

#### 4. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement?

☒ ☐ ☐

Comments:

#### 5. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement?

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Comments: